

## Instructions for NIGP Summary Tool

**NOTE:** Be sure to save a clean copy of this tool each time you use it.

1. Open the *PO Workbook*, “Main Query” tab, and copy all the purchase order lines to be reviewed for correct NIGP Codes.

Note: A select sampling of purchase order lines can be chosen for review.

2. Open the *NIGP Summary Tool*, “Data” tab, click in cell A2 (red) and paste the data that was copied from the *PO Workbook*.
3. Scroll to the right of the screen to see if columns T, U, and V are self-populated. These will be highlighted in “yellow”.
4. Using the *PO Checklist*, “NIGP Code Review” section, determine if there are any errors or non-compliant issues for any purchase order lines in the *NIGP Summary Tool*.